**THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS**

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**ANNUAL DECLARATION OF INTERESTS**

**Directors, Officeholders and Committee Members representing the interests of The Royal Australasian College of**

**Medical Administrators (RACMA)**

The purpose of this declaration is to discover any pecuniary or non-pecuniary interest of a RACMA Director, Office holder and Committee Member which is in conflict, has the potential to be in conflict, or might be perceived to be in conflict with their responsibility to act in the best interests of the College.

A fresh declaration will be sought from each Member annually, but Members must also declare any new conflicts of interest that arise during the year when the chair canvasses this agenda item at each meeting.

These documents will only be retained while ever a person is a RACMA Director, Officer and Committee Member in the RACMA National Office files. The information will be available only to the President of the RACMA Board and the RACMA Chief Executive or delegate acting as Secretariat for the Group. All usual RACMA privacy procedures will be followed to ensure the information is not released to any other party without the express consent of the individual concerned.

1. **PECUNIARY of NON-PECUNIARY INTERESTS**

1.1 List the names of any companies or other organisations involved in the development, marketing and education about medical administration, in which you have a pecuniary interest. List the names of any companies or other organisations that are known to you to be service providers to RACMA or with which RACMA has a service/program contract in which you have a pecuniary interest. A pecuniary interest may include any of the following:

* shareholdings
* holdings in managed funds which have a particular focus on the field of the health and/or pharmaceutical industries
* indirect or beneficial interests in a company or organisation or in a trust which holds shares or investments in such a company or organisation
* directorships, board memberships or other offices
* paid employment or contracting work, including consultancies, commissions, presentations, and advisory work, whether as an individual or on behalf of another organisation or person
* funding for research or education
* grants for travel or conference expenses.

**1.2 PROFESSIONAL INTERESTS**

List the names of any companies or other organisations involved in the development, marketing, evaluation and education about medical administration in which you have a professional involvement. List the names of companies or other organisations which are service providers to RACMA or with which RACMA has a service/program contractual relationship. Interests may include involvement in:

* research and development
* directorships or advisory groups
* consulting
* investigations or evaluations
* other committees, associations

## **DECLARATION**

I acknowledge that my attention has been drawn to the Confidentiality and Declaration of Interest Policy for Directors of the Royal Australasian College of Medical Administrators attached to this form, and I agree to abide by those principles.

I agree to abide by the Officers Code of Conduct Policy of The Royal Australasian College of Medical Administrators.

I declare the following pecuniary and professional interests:

Organisation Type of interest Interest held by

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NAME..........................................

Signature....................................

Date...........................................

Please return your Annual Declaration of Interests Form to the Chief Executive/Company Secretary